



# **Departmental Quarterly Performance Report**

**Miami Dade County Homeless Trust**

**Reporting Period:  
FY 2004 - 2005  
Fourth Quarter**

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# Departmental Quarterly Performance Report

Department Name: Miami Dade County Homeless Trust

Reporting Period: Fourth Quarter

## MAJOR PERFORMANCE INITIATIVES

Implement various system wide initiatives in order to allow more effective use of existing resources within the Homeless Trust Continuum of Care to include Emergency, Transitional and Permanent Housing. These initiatives as detailed in the Trust's adopted Business Plan include implementing a Case Review Committee (CRC) in order to review and make determinations on specific cases regarding homeless individuals. To implement the Homeless Management Information System (HMIS) allowing for more effective use of resources and better client tracking through out the continuum. To develop a 10 Year Plan To End Homelessness effectively creating a road map for the department to follow with specific goals laid out in order to reach the objective of ending homelessness within 10 years.

### Performance Indicators: (HH5-1)

- Through the Fourth Quarter of Fiscal year 2004-2005 199 units of permanent supportive housing that were previously pipeline projects were completed and brought into the continuum of care.
- The 10 year plan to end homelessness activities have been conducted as per the approved timeline.
- The Housing First initiative began targeting permanent housing placement for non-disabled homeless families and individuals. During this reporting, this program has exceeded it's goals and shows great potential for replication for other populations (e.g. youth exiting foster care). Under this model, over 200 people were served with the same funding that previously served 100, with better outcomes.
- Specialized Outreach services for chronically homeless individuals with mental health and substance abuse issues began County-Wide. The program is tasked with establishing a baseline (by client's name) and targeting services to this population and has demonstrated a reduction in the chronic homeless population of 55 chronically homeless people placed out of 181 referred from the streets.
- The Case Review Committee met on 7 occasions.
- 29 providers are now using the Homeless Management Information System with 7 new providers trained through 34 training sessions, and 10 Homeless Trust staff trained to use the HMIS.
- Training was provided to Outreach teams related to engagement of chronically homeless individuals.
- Annual monitoring of 10 agencies conducted through September 2005 with 18 audited financial statements reviewed from provider agencies as well as 37 desk audits conducted by Homeless Trust staff.
- Procured funding for 100 units of Permanent Supportive Housing.
- Requested HUD funding for 169 new units of Permanent Supportive Housing.
- Submitted a federal legislative budget request for \$1 million.

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# Departmental Quarterly Performance Report

Department Name: Miami Dade County Homeless Trust

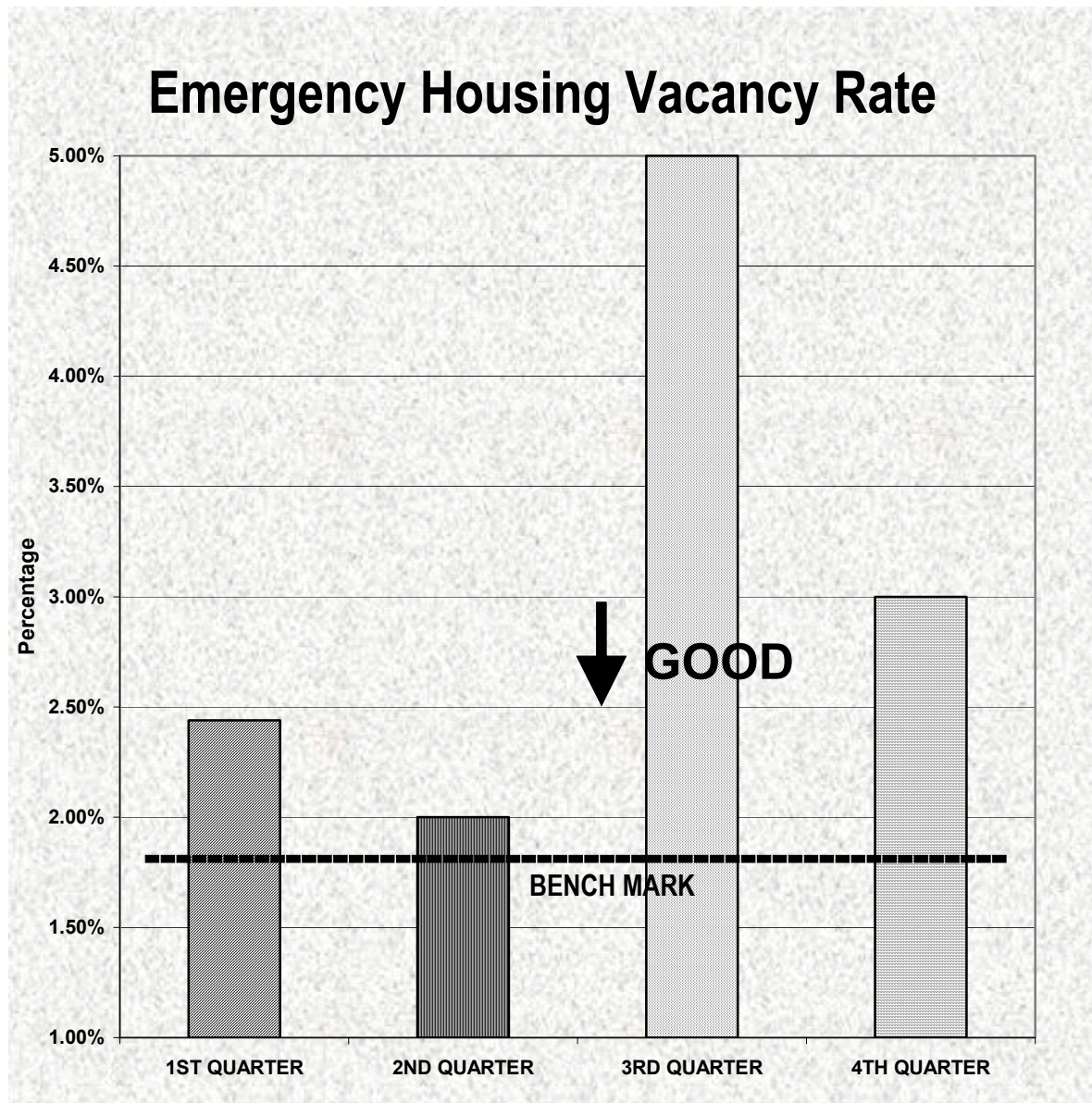
Reporting Period: Fourth Quarter

Increase access to and utilization of emergency housing beds within the Homeless Continuum of Care. It is our goal to reduce the vacancy rate of Trust-contracted emergency housing providers by the end of the fiscal year to a level less than 1.75%. In addition, a goal of placing 1,525 homeless individuals per quarter has also been established as well as to maintain at least 6,600 contacts per quarter by Homeless Trust fund Outreach teams with homeless individuals.

## Performance Indicators: (HH5-1)

- Emergency shelter placements totaled 1,644 of homeless individuals for this quarter.
- Homeless Trust contracted outreach teams had 12,963 contacts with homeless individuals for this quarter exceeding the established goal of 6,600 contacts per quarter.

The vacancy rate for this quarter came in at 3%, which is higher than the established goal for this quarter. Due to an increase in the number of families receiving the earned income tax credit, there were a higher number of empty beds at the emergency shelter than normal.



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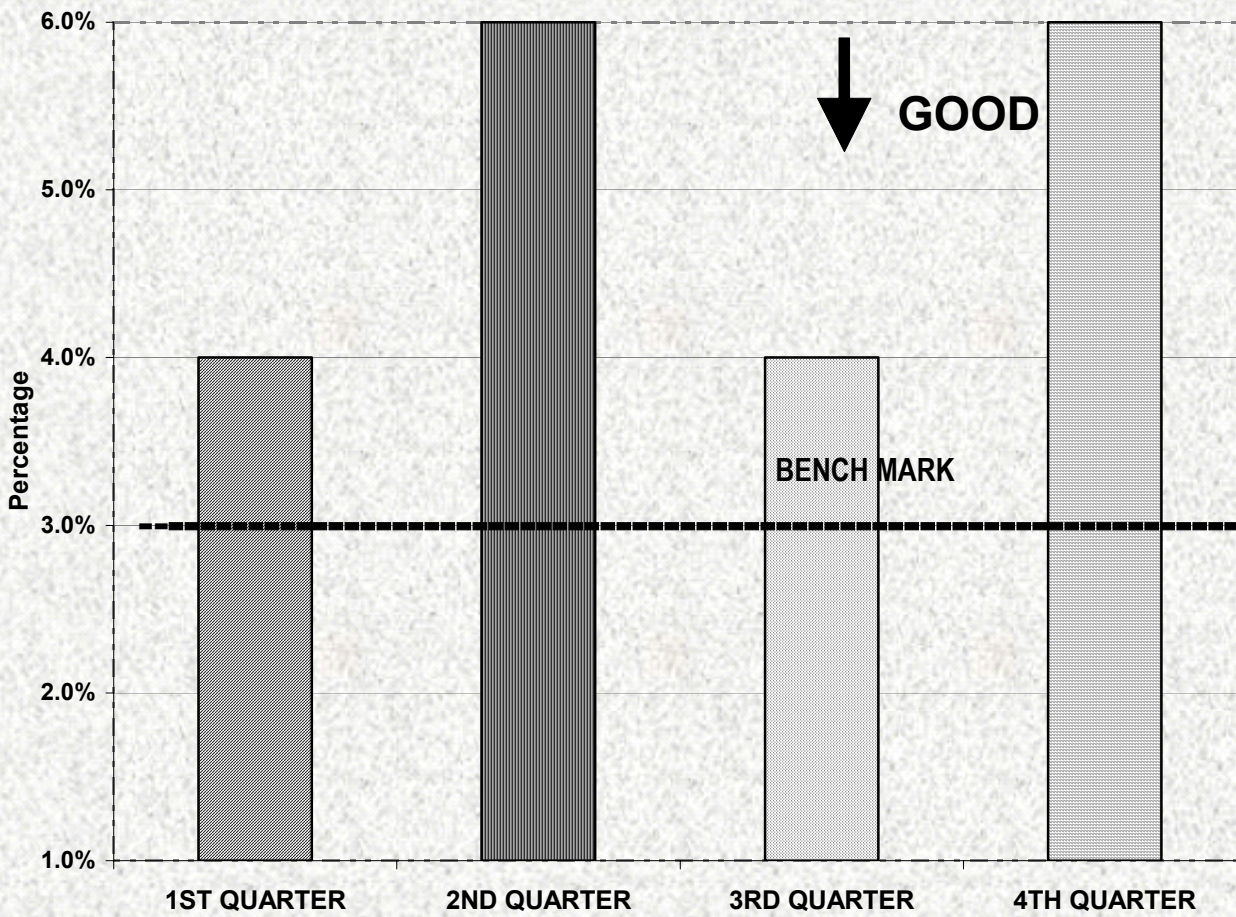
**Departmental Quarterly Performance Report**  
**Department Name: Miami Dade County Homeless Trust**  
**Reporting Period: Fourth Quarter**

Increase access to and utilization of transitional housing beds within the Homeless Continuum of Care. It is our goal to reduce the vacancy rate of Trust-contracted transitional housing providers by the end of the fiscal year to a level less than 3.00%. In addition, a goal was also established to place a minimum of 410 homeless individuals into Transitional Housing each quarter.

**Performance Indicators: (HH5-1)**

- A total of 406 homeless individuals were placed into transitional housing during the Fourth Quarter, thus falling slightly short of our established goal of 410 individuals.
- The Transitional Housing Vacancy rate for the Fourth Quarter was 6%, or 3% higher than the established goal. A significant contributing factor for this increase was the bed cost shifting to permanent housing and vacancies in Domestic Violence programs.

## Transitional Housing Vacancy Rate



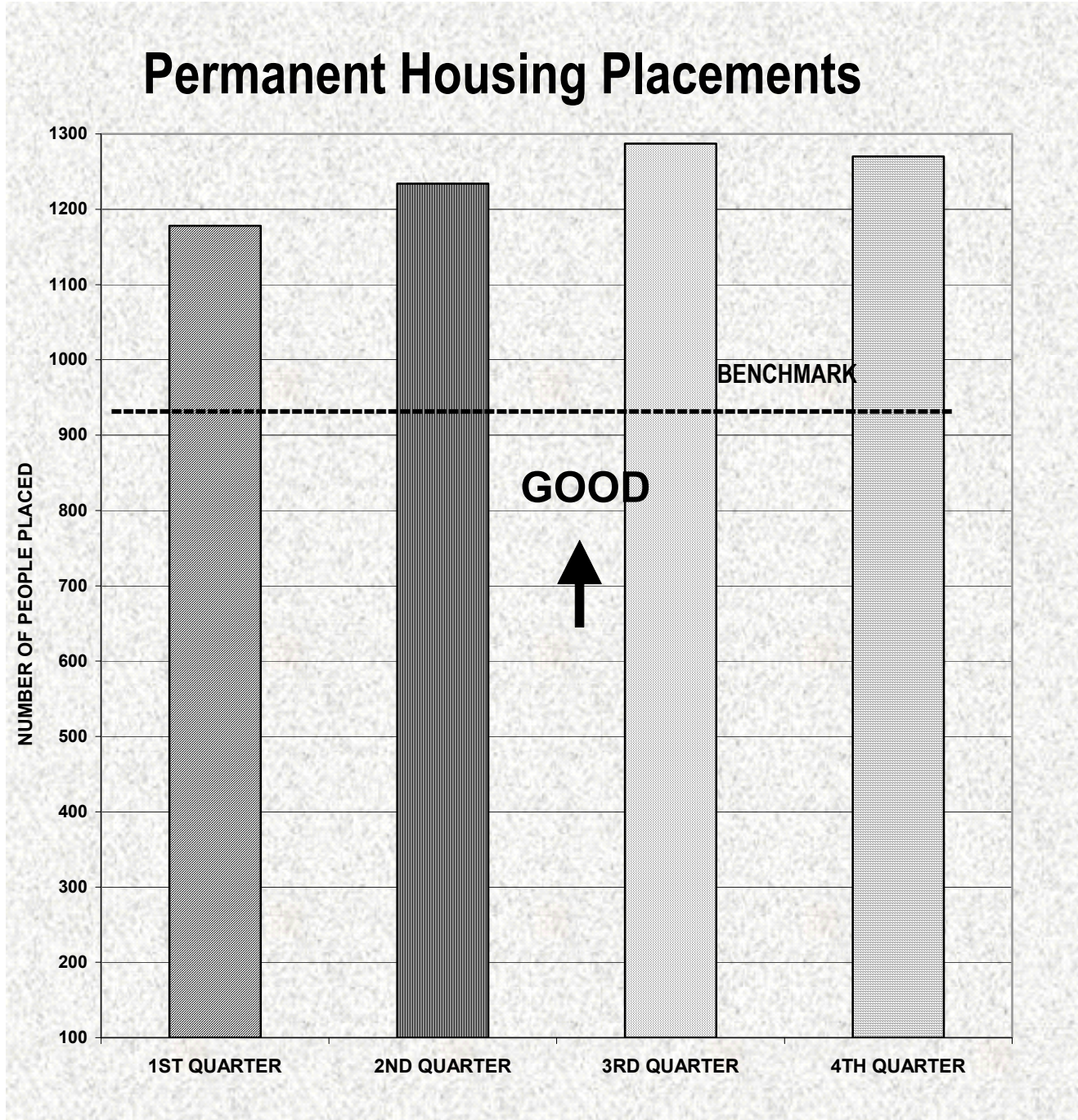
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Increase access to and utilization of permanent housing units within the Homeless Continuum of Care. It is our goal to place a minimum of 910 formerly homeless individuals into permanent housing per quarter.

**Performance Indicators: (HH5-1)**

Performance for this quarter exceeded the established goal as 1,270 individuals were placed into permanent



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**PERSONNEL SUMMARY**

***A. Filled/Vacancy Report***

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
			11	2	12	1	12	1	13	0
	10	13								

\* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

**Notes:**

*B. Key Vacancies – There were no vacancies during the reporting period.*

*C. Turnover Issues – No turnover issues to report at this time.*

*D. Skill/Hiring Issues – No issues to report in this area.*

*E. Part-time, Temporary and Seasonal Personnel  
(Including the number of temporaries long-term with the Department)*

*F. Other Issues*

# Departmental Quarterly Performance Report

## Department Name: Miami Dade County Homeless Trust

### Reporting Period: Fourth Quarter

#### FINANCIAL SUMMARY

	FY 2003-2004 Actual	FY 2004-2005							
		Total Annual Budget	Quarter 4		Year-To-Date			% of Annual Budget	
			Budget	Actual	Budget	Actual	Variance		
Revenues									
Food and Beverage	\$9,351,874	\$8,600,000	\$2,150,000	\$3,415,247	\$8,600,000	\$10,218,937	\$1,618,937	119%	1
US HUD Grants	\$14,742,551	\$16,987,300	\$4,246,825	\$4,334,619	\$16,987,300	\$13,780,147	(\$3,207,153)	81%	2
State of Florida Grants	\$864,915	\$520,000	\$130,000	\$275,809	\$520,000	\$183,412	(\$336,588)	35%	3
Donations	\$205,000	\$200,000	\$0	\$0	\$200,000	200,000	\$0	100%	4
FRC Repayment Revenue	\$24,445	\$37,000	\$9,250	\$18,334	\$37,000	36,668	(\$332)	99%	
Capital Reserve	\$275,757	\$275,800	\$0	\$136,427	\$275,800	413,167	\$137,367	150%	5
Capital Reserve Interest Earnings	\$984	\$4,000	\$1,000	\$2,607	\$4,000	5,335	\$1,335	133%	6
Contingency Reserve				\$365,800		365,800	\$365,800	N/A	7
Interest Earnings	\$27,563	\$45,000	\$11,250	\$23,972	\$45,000	52,566	\$7,566	117%	8
Carryover	\$2,504,557	\$1,947,900	\$0	-	\$1,947,900	2,845,468	\$897,568	146%	9
Total Revenues	\$27,997,646	\$28,617,000	\$6,548,325	\$8,572,814	\$28,617,000	\$28,101,500	(\$515,500)	98%	
Expenditures									
Salaries & Fringes	\$836,972	\$976,400	\$244,100	\$216,397	\$976,400	\$891,318	(\$85,082)	91%	10
Other Operating Expenses	\$23,721,212	\$26,451,800	\$6,612,950	\$5,366,000	\$26,451,800	\$22,866,847	(\$3,584,953)	86%	11
Capital	\$41,498	\$20,000	\$5,000	-	\$20,000	4,186	(\$15,814)	21%	12
Capital Reserve		\$279,800	\$279,800	\$0	\$279,800	\$0	(\$279,800)	0%	
Operating Reserve		\$839,000	\$209,750	\$0	\$839,000	\$0	(\$839,000)	0%	
Intra-Fund Transfer	\$275,757	\$50,000	\$12,500	\$0	\$50,000	\$502,227	\$452,227	1004%	13
Total Expenditures	\$24,875,439	\$28,617,000	\$7,364,100	\$5,582,397	\$28,617,000	\$24,264,578	(\$4,352,422)	85%	
Revenues Less Expenditures	\$3,122,207	\$0		\$2,990,417		\$3,836,922	\$3,836,922		

1) Food and Beverage tax proceeds were higher than budgeted due to increases experienced over originally budgeted levels for FY 04-05.

2) U.S. HUD revenues were lower than budgeted for the year due to delays in project starts and reimbursements processed.

3) State Grant revenues appear lower than budgeted due to funds being returned to the State recognized during the third and fourth quarters of FY 04-05.

4) Donation received in a lump sum amount during the First Quarter.

5) The Capital Reserve amount was higher than budgeted due to additional funds being transferred into the reserve account during FY 04-05.

6) The Capital Reserve interest earnings were higher than budgeted due to higher interest rate yields than those used when the FY 04-05 budget was compiled.

7) The Contingency Reserve account was not budgeted for FY 04-05, however during the year an account was established and funds moved in as per the direction of the HT Board.

8) The Food and Beverage account interest earnings were higher than budgeted due to higher interest rate yields than those used when the FY 04-05 budget was compiled.

9) Carryover was higher than budgeted as the Homeless Trust ended the previous fiscal year with a greater fund balance than projected, primarily due to the growth of the F&B Tax During FY 03-04.

10) Salaries and Fringes were lower than budgeted during the year due to departmental attrition.

11) Other operating expenses were lower than budgeted due to project start up delays for certain U.S. HUD projects.

12) Capital expenses were lower than budgeted due to the deferment of replacement vehicle purchases for the Community Partnership for Homeless (CPHI).

13) Intra Fund transfers were higher than budgeted as additional funds were transferred into the Capital Reserve account, as well as the establishment and related transfers into the Contingency Reserve account (Fund 150, Sub-Fund 150).

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**Equity in pooled cash (for proprietary funds only)**

Fund/Sub-Fund	FY 2004-2005 Actual Fund Balance	Projected at Year-End as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
150/155	\$2,845,468	\$839,000	\$2,082,900	\$2,067,900	\$3,052,620
150/150 Capital Reserve	\$276,740	\$276,740	\$415,300	\$415,300	418,502
150/150 Contingency Reserve	\$0	\$0	\$365,800	\$365,800	\$365,800
<b>Total</b>	<b>\$3,122,207</b>	<b>\$1,115,740</b>	<b>\$2,864,000</b>	<b>\$2,849,000</b>	<b>\$3,836,922</b>

**Comments:**

***STATEMENT OF PROJECTION AND OUTLOOK***

The Miami Dade County Homeless Trust ended the fiscal year with an overall fund balance of \$3.8 million dollars primarily due to a significant increase in Food and Beverage tax revenue as well as grant related administrative revenue. This Fund Balance includes intra-fund transfers totaling \$502,227 to Fund 150-Sub Fund 150 which houses the capital reserve account, as well as the newly established contingency reserve account. This sub-fund at the end of fiscal year 04-05 had a balance of \$784,302 which will be carried forward into future fiscal years.

Notes and Issues:

**DEPARTMENT DIRECTOR REVIEW**

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

\_\_\_\_\_  
Signature  
Department Director

Date: \_\_\_\_\_